



PROGRAM RELEASE

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PROGRAM SERVICES DIVISION DEPARTMENT OF OPERATIONS, CONTINENTAL U. S. A.

SUPERVISORY FUNCTIONS OF DIRECTOR OF PROGRAM SERVICES

In general, supervisory functions are directed toward assisting the staff member in relating his abilities and resources to the fulfillment of his responsibilities.

1. Help staff members utilize past experience in present situation.
2. Help staff members gain increased understanding of USO procedures, organization and objectives.
3. Provide specific assistance to staff member in relating his functions to those of others in the division and to the total organization.
4. To assist staff members in developing efficient working procedures which take into account the procedures of the total organization.
5. To provide specific assistance to staff members in working out particular problems and bringing them to an early conclusion.
6. To help staff members master the techniques needed for efficient cooperative work in the USO situation.

SOME SPECIFIC OBJECTIVES:

1. Help staff members achieve a sense of security and proprietorship in USO.
2. To help each staff member discover a relationship between his personal values and convictions and the objectives of USO that can be employed throughout his day to day work.
3. To help each staff member realize a genuine concern and feeling of responsibility about USO's contribution to the people we serve.
4. To help each staff member in the program division achieve a similar feeling about the division's responsibilities.
5. To help staff members achieve a feeling of the value of their particular contribution and sense of satisfaction in fulfilling their functions.



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6. To provide opportunities for growth and development for each staff member.

SOME TECHNIQUES AND METHODS:

1. A planned process of orientation. (for new staff members)
2. A job analysis. (for all staff members)
3. The formulation of "working plan" that highlights important goals.
4. Periodic evaluation of progress.
5. The use of group consultation obtainable in staff meetings.
6. The clarification of areas of responsibility, lines of authority and the establishment of helpful procedures within the division.